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II. Forms Management []
(continued)

3. Developed Form 2157a, Document Receipt; this is a 3 part HCR form used to send material to other Federal agencies, serve as a record for them and a return receipt.
4. Developed Form 2200 for use by ORR to keep record of personnel changes.
5. Designed a ten part Special Center Classified Message form for OCI.
6. Designed a new form for Medical Staff to inform the Registrar and Physical Requirements Officer of the disposition of psychiatric cases.
7. Revised Form 1079, developed new specifications and improved general design for use in RCA-301 Computer.
8. Revised Form 282 for Office of Finance. 25X1
9. Revised 2 forms for Collection Guidance Staff to be completed [] they will also be completed by certain overseas offices of Department of State, Army, Navy and Air Force and our Agency.

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III. Records Disposition []

1. Developed tentative disposal standards for Top Secret Logs with TB Control Officer. Proposal will be made on the basis of maximum 10 year retention period instead of present permanent provision.
2. As result of negotiation with Records Officer in Medical Staff it was agreed to keep certain material in our Library rather than transfer to the Records Center.
3. Approved revision of Disposition Instructions for two organizational units at [] DER. 25X1

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III. Records Disposition
(continued)

IV. Records Management
Survey, DDS&T

V. Correspondence
Handbook

VI. Survey of Forms
& Related Procedures,
Medical Staff

VII. Records Management
Survey, Budget,
Program Analysis and
Manpower/Comptroller

4. Approval of complete revision of SR/OCR Records Center schedule was deferred because of recent organizational changes; changes are being made by SR.
5. Assisted Department of State in determining the proper destination of a shipment of 218 pounds of "Office Supplies" received at the Port of Baltimore.
6. Approved Disposition Instructions for the Archives and Disposition Section, RI/DD/P. This provides definite disposition actions for the main files of the Clandestine Services affecting 5041 cubic feet of their records.
1. Assisted OTR/RO in the development of Records Control Schedule for certain field records.
1. Delivered Records Control Schedules covering the records of all components except OSI and Office, Computer Services. These schedules show: (a) total records, 591 cubic feet; (b) 72% to be destroyed at Headquarters, (c) 28% to be retired to Records Center and (d) only 2% of all records are to be kept more than 5 years.
1. Regulations Control advises that they have not reviewed the Handbook. We advised them that several offices have requested the Handbook.
1. Survey continues.
1. The Director, John Clark, Budget, Program Analysis and Manpower/Comptroller, requested that we make a survey of their records needs, recommend appropriate filing systems, develop Records Control Schedules and Vital Records Schedules.

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VIII. Paperwork Management
Survey, Contact Div/00

IX. Filing Equipment
and Supplies

X. Operation of Archives
and Records Center

1. At the request of [] we began a Survey of all procedures in the Index Branch. The objective is to analyze their procedures and determine if modernization and automation is appropriate.
1. Approved a requisition for 11 Special File Cabinets for NPIC.
1. Received 573 cubic feet of records and eliminated 1283 cubic feet; this is the third month in the 15 year history of the Records Center that Receipts have been less than Disposition.
2. The Net Growth of records at the Center from 1 July 1963 to 31 December 1963 amounted to 391 cubic feet as compared to 3293 cubic feet for the same period in 1962; this is a reduction of 88% in net growth.
3. There were 9543 requests for Reference service completed for Headquarters offices; these included 1 request for the Department of the Army for 1025 Finished Intelligence documents.
4. At the request of Graphics Registry, a special delivery of Motion Picture Film was delivered to them after normal working hours. Graphics Registry needed this film to make still pictures for the DCI. 25X1
5. [] received a cash award from the Suggestion Award Committee for a Suggestion that saved several Agency components money and manpower. 25X1
6. [] completed the Intelligence Orientation Course.
1. [] Chief, Records Management, Agency for International Development, was the guest speaker at a meeting of Agency Records Officers on 9 December 1963. He discussed their Records Management Program.

Distribution:

Orig - BDS []
1 - RAO Personnel to Review
1 - RAO Files (RecMgmt 1-4-3)

DDS?RAO [] fms (13 Jan '64)

XI. Miscellaneous

[]
C, Records Administration Staff

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SOME PRINCIPAL RECORDS MANAGEMENT ACTIVITIES FOR DECEMBER 1963

TITLE OF ASSIGNMENTASSIGNED TOSTATUS AND RESULTS

I. Vital Records

1. Provided for change in frequency of depositing microfilm copies of 201 files for DD/P/SAS.

2. Returned Vital Records Schedule to Office of Security for more explicit procedures.

II. Forms Management

1. Completed 19 new and 16 revised forms.

2. Designed 3 continuation sheets for the new Intelligence Information Report.

3. Designed a Worksheet for Cables for FI.

4. Redesigned 2 forms for Office of Security to use as Contract Agreement for outside agency typing.

5. Redesigned 4 forms for Office of Communications use in new Crypto-clearance procedures; this substitutes punched cards for memorandums. Paper volume in the new procedure is reduced from 34000 sheets to 8000 punched cards and printing costs are now \$150. instead of \$2400.

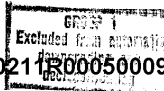
6. Designed a Code Sheet for recording Inter-Agency meetings in accordance with Executive Directors Action Memorandum.

7. Designed a Contract Worksheet for Director of Procurement, Office of Logistics.

8. Developed a Safehouse Description Card form for Real Estate and Construction Division, O/L.

1. Completed 8 new and 13 revised forms.

2. Prepared Program Log form for OSA/INSAF Computer Operations.



SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM

UNCLASSIFIED CONFIDENTIAL SECRET

CENTRAL INTELLIGENCE AGENCY
OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	INITIALS	DATE
1	[Redacted]		
2	Executive Officer for the DD/S 7D-24, Headquarters		
3			
4			
5			
6			

ACTION	DIRECT REPLY	PREPARE REPLY
APPROVAL	DISPATCH	RECOMMENDATION
COMMENT	FILE	RETURN
CONCURRENCE	INFORMATION	SIGNATURE

Remarks:

Vernon:

Here is our report for the month of
December 1963. If you have any questions,
please let me know.

/s/
Lou

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.	DATE
Chief, RecAdminOff. 604 - 1016 10th St.	1/14/64